

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CHILD CARE PROGRAM DIRECTOR**

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Jurisdictional Class: **Competitive**

Date Adopted: **10/26/01**

Date Revised: **01/11/02**

Jurisdictions: **Schools**

Union Status:

Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the school in a child care center and involves responsibility for planning, organizing, and supervising the activities of children in the program. The incumbent is responsible for staff supervision, development and training. The work is performed under the general supervision of a certified teacher. Supervision is exercised over the work of subordinate childcare staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Makes work assignments to subordinate child care personnel and reviews work in process;  
Develops operating policies and procedures in compliance with applicable state and local childcare regulations;  
Develops and implements program goals;  
Obtains any necessary information related to a child's individual needs;  
Confers with parents to inform them of child's status, accomplishments and problems;  
Interviews and recommends teachers and aides for employment;  
Organizes and may conduct in-service training programs for staff;  
Directs daily activities for children and formulates short and long-range plans;  
Informs staff of related health and behavioral issues;  
Arranges to collect fees from responsible party for services rendered;  
Maintains related reports and records for children as needed;  
Assumes responsibility for carrying out emergency procedures and conducts monthly fire drills;  
Participates in the development of the annual department budget and regulates all project expenditures;  
Insures the safety and security of children in the program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of early childhood development and behavioral and educational principles and practices; good knowledge of the methods, materials, and equipment used in a childcare program; ability to supervise the work of subordinate staff; ability to relate to and establish a good rapport with children and others; ability to arrange in-service training programs; ability to prepare program records and reports; ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

***Either:***

- (A) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree which includes a minimum of twelve (12) credit hours in early childhood, child development or a related field and one (1) year of teaching experience in a child day care center, family or group day care home or other early childhood program and one (1) year of experience supervising staff; **OR**

Last Reviewed: n/a  
Last Updated: 01/11/02  
Reviewed By: n/a  
Last Reallocated: n/a

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- (B)** Graduation from a regionally accredited or New York State registered college with an Associate's degree in Early Childhood, Child Development or a closely related field\* and two (2) years teaching experience in a child day care center, family or group day care home, or other early childhood program and two (2) years of experience supervising staff; **OR**
- (C)** Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**\*NOTE:** [*If qualifying under (B) above*]: For eligibility for appointment, must demonstrate enrollment in a program leading to a Bachelor's degree which has been approved by Family and Children's Services.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.